

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS
CONTRACTS MANAGEMENT BRANCH

FISCAL YEAR 1999-00 CONTRACT PROCEDURES

COUNTY CONTRACT PROCEDURES

January 1	ADP begins revision of the contract boilerplate. CMB distributes boilerplate to the Department of Alcohol and Drug Programs' (ADP) divisions for internal review and approval. The boilerplate is also distributed to County Alcohol and Drug Program Administrators Association of California, and the Department of Health Services for approval when applicable.
January 10	Governor's Budget (preliminary) is released.
March 1*	ADP releases the preliminary allocation.
March 1*	ADP surveys counties as to their intent to contract for Drug Medi-Cal (DMC) services and to identify which certified DMC providers will be contracting with ADP.
April 15*	ADP sends contract to counties.
May-June June 15*	Counties have approximately two months to approve contracts. Board of Supervisors – (BOS) or designee-approved contracts are due to ADP.
June 16	ADP acts on contingency plan for direct contracts with providers in counties that have not returned their contracts.
July 1*	Budget is signed.
July 1	If the contract is not executed by July 1, counties have an additional 30 days to secure approval.
July 31	Counties <u>MUST</u> return the approved contract to ADP by July 31 or forfeit the portion of their State General Fund (SGF) allocation required to finance the administrative and service costs of ADP direct contracts with certified DMC providers.

August 1*	Counties <u>MUST</u> have DMC providers' contracts in place 30 days following the enactment of the annual Budget Act.
August 15*	Budget Act allocation and contract amendment diskette with fiscal detail format are mailed to counties.
October 15	Budget Act contract amendment proposals due to ADP.
October 15- December 31	ADP reviews, negotiates, and approves amendments. Contract packets to the counties
October 20	If a county has not submitted an amendment by this date, ADP will notify ADP Accounting Unit to stop county payment.

FINAL BUDGET AMENDMENT

March 15	ADP sends Final Amendment budget diskette to counties.
April 1	Counties report federal and SGF carryover to ADP.
April 10	Final allocation released.
May 1	Final contract amendments are due to ADP.
May 1 - June 1	ADP reviews, negotiates, and approves amendments. Contract packets to counties.
June 30	BOS – approved final contract amendments are due to ADP.

DIRECT CONTRACT PROCEDURES

March 1*	ADP surveys counties as to their intent to contract for DMC services and to identify which certified DMC providers will be contracting directly with ADP.
March 1-15	ADP generates provider's letter of intent and initiates creation of budget diskette.
March 15- May 15	ADP sends letter of intent, budget diskette, and contract boilerplate to certified providers in the county. Providers submit fiscal detail/budget summary to ADP. ADP reviews, negotiates, and approves proposals. Contract packets to providers.
June 15	Approved contracts are due to ADP.
July 1*	Budget is signed.
July 1	Contracts with DMC certified providers in place.

DEFAULT DIRECT CONTRACT PROCEDURES

July 1*	Budget is signed.
July 31*	If a county does not have an approved contract with ADP by July 31, ADP <u>MUST</u> contract with certified DMC providers in that county within 30 days.
August 1-25	ADP sends letter of intent, budget diskette, and contract boilerplate to certified providers within the county. Providers submit fiscal detail/budget summary to ADP within one week. ADP reviews, negotiates, and approves proposals. Signed contracts are due to ADP.
September 1	Contracts with DMC certified providers in place.

*Approximate dates in the process.

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